

TITLE, SERIES, GRADE: Chief, Public Integrity Section, ES-905

PAY RANGE: \$117,787 - \$177,000*

*(SES pay is determined within the pay range, commensurate with experience, superior leadership qualifications, and/or other competencies consistent with the agency mission.)

PROMOTION POTENTIAL (IF ANY): None

VACANCY ANNOUNCEMENT NUMBER: 09-SES-CRM-03

AREA OF CONSIDERATION: All Sources

OPENING DATE: 11/4/2009

CLOSING DATE: 12/27/2009 (**PLEASE NOTE:** THIS CLOSING DATE HAS BEEN EXTENDED FROM DECEMBER 2, 2009 TO DECEMBER 27, 2009)

DUTY LOCATION: Public Integrity Section, Criminal Division, Washington, DC

NUMBER OF VACANCIES: 1 Position

JOB SUMMARY:

The incumbent serves as the Chief of the Public Integrity Section, reporting under the general supervision of the Assistant Attorney General for the Criminal Division and direct supervision of a Deputy Assistant Attorney General. The Chief provides leadership to the section within the Criminal Division that is responsible for overseeing the federal effort to combat abuses of the public trust by government officials.

The Public Integrity Section investigates, and, when warranted, prosecutes, corruption offenses involving public officials at all levels of government, election crimes, and campaign finance offenses. The Section leads the enforcement and regulatory communities in a coordinated, nationwide response to reduce public corruption across the country; develops and supports effective corruption reducing strategies and programs that can be deployed around the country; drives policy, legislative and regulatory reform; provides expert counsel in enforcement matters; and effectively collaborates with the 93 U.S. Attorneys' Offices and with federal, state, and local law enforcement partners. The Section develops law enforcement networks and relationships, and by doing so, leads a dynamic, nationwide process that brings continuous improvement to the integrity of government.

MAJOR DUTIES:

Supervises the conduct of investigations and litigation carried on by the attorneys and support staff of the Section. Directly supervises prosecutions conducted by Section attorneys and, when appropriate, coordinates with U.S. Attorneys on prosecutions conducted by U.S. Attorneys' Offices. Supervises the preparation and review of indictments by Section attorneys. Frequent contact with United States Attorney Offices, including visitations, to assist in developing investigations and prosecutions in corruption matters, particularly those related to the electoral process. Evaluates requests for the Section to participate in matters where U.S. Attorneys' Offices are recused.

Participates in the drafting of Congressional testimony for pertinent hearings. Advises Department on legislative issues including corruption, conflicts of interest, and election crimes. Advises Attorney General on matters relating to Special Counsel Regulations.

In addition, the Chief manages the Section's financial, human and technical resources allocations; ensures that resource enhancements necessary for proposed priorities are identified and justification for additional funding is prepared to ensure adequate funding level.

MANDATORY QUALIFICATIONS:

Applicants for this position **must** provide a narrative that demonstrates strong possession of all professional/technical skills listed below **AND** a narrative describing successful performance and creative leadership in prior managerial positions for each of the five Executive Core Qualifications (ECQ's) as established by the U.S. Office of Personnel Management (OPM) outlined below under Executive/Managerial Requirements. The ECQ's are designed to assess executive experience and management potential, not technical expertise. OPM's Guide to Senior Executive Service Qualifications can assist you in writing an effective SES application. The Guide is available on OPM's Website at: <http://www.opm.gov/ses/>

Professional/Technical Requirements:

- 1) Significant experience in supervising the development and litigation of Federal criminal cases and reviewing the work product of attorneys;
- 2) Familiarity with Federal regulatory and investigatory agencies, on-going programs, and key national goals and priorities relating to public corruption;
- 3) Ability to establish and maintain harmonious relationships with the public, members of Congress, and Federal officials involved in public corruption cases and related matters; and
- 4) Ability to formulate and implement Departmental policies on all matters pertaining to assigned areas.

Specialized Education:

You must be a graduate from a law school accredited by the American Bar Association and be a member in good standing of a state, territory of the United States, District of Columbia, or Commonwealth of Puerto Rico bar.

EVALUATION:

Candidates will be evaluated on the **professional/technical requirements** identified above based on their total background, i.e., education, training, self-development, awards, outside activities, performance appraisal, and work history. If candidates are found to possess all professional/technical requirements, they will then be evaluated based on the **Executive Core Qualifications** as established by the U.S. Office of Personnel Management (OPM) outlined below.

Executive/Managerial Requirements:

ECQ 1 - LEADING CHANGE. This core qualification involves the ability to bring about strategic change, both within and outside the organization, to meet organizational goals. Inherent to this ECQ is the ability to establish an organizational vision and to implement it in a continuously changing environment.

- Leadership Competencies: Creativity & Innovation, External Awareness, Flexibility, Resilience, Strategic Thinking, Vision

ECQ 2 - LEADING PEOPLE. This core qualification involves the ability to lead people toward meeting the organization's vision, mission, and goals. Inherent to this ECQ is the ability to provide an inclusive workplace that fosters the development of others, facilitates cooperation and teamwork, and supports constructive resolution of conflicts.

- Leadership Competencies: Conflict Management, Leveraging Diversity, Developing Others, Team Building

ECQ 3 - RESULTS DRIVEN. This core qualification involves the ability to meet organizational goals and customer expectations. Inherent to this ECQ is the ability to make decisions that produce high-quality results by applying technical knowledge, analyzing problems, and calculating risks.

- Leadership Competencies: Accountability, Customer Service, Decisiveness, Entrepreneurship, Problem Solving, Technical Credibility

ECQ 4 - BUSINESS ACUMEN. This core qualification involves the ability to manage human, financial, and information resources strategically.

- Leadership Competencies: Financial Management, Human Capital Management, Technology Management

ECQ 5 - BUILDING COALITIONS/ COMMUNICATION: This core qualification involves the ability to build coalitions internally and with other Federal agencies, State and local governments, nonprofit and private sector organizations, foreign governments, or international organizations to achieve common goals.

- Leadership Competencies: Partnering, Political Savvy, Influencing/Negotiating

OTHER INFORMATION:

- The managerial qualifications of a selectee who is not a current or former career Senior Executive Service (SES) employee must be approved by the Office of Personnel Management (OPM) before appointment. In addition, individuals entering the SES career service for the first time are subject to a one-year probationary period.

- If the selectee is not a current employee of the Offices, Boards, or Divisions of the U.S. Department of Justice, he/she will be required to submit to a urinalysis to screen for illegal drug use prior to appointment.
- Except where otherwise provided by law, there will be no discrimination because of color, race, religion, national origin, politics, marital status, disability, age, sex, sexual orientation, membership or non-membership in an employee organization, or on the basis of personal favoritism.
- The Department of Justice welcomes and encourages applications from persons with physical and mental disabilities and will reasonably accommodate the needs of those persons. The Department is firmly committed to satisfying its affirmative obligations under the Rehabilitation Act of 1973, and to ensure that persons with disabilities have every opportunity to be hired and advanced.

HOW TO APPLY:

To receive consideration, applicants must submit:

1. A resume or an Optional Application for Federal Employment (OF612).
2. A separate supplementary statement addressing each of the Professional/Technical **and** Executive/Managerial Requirements listed above. Individuals who are current or former Career SES members (approved by OPM and have completed an initial probationary period) need not submit an Executive Core Qualifications statement. Applicants must meet qualification requirements by the closing date of the announcement.
3. If you are a current or recent Federal employee, you must submit a performance appraisal issued within the past 12 months, or if none exists, a statement to that effect **and** a copy of your latest Notification of Personnel Action (SF-50).

Preference is to receive an application via e-mail at SES.CRMJOBS@USDOJ.GOV or via fax to (202) 353-0775.

Mailed applications **MUST BE RECEIVED BY 11:59PM EST OF THE CLOSING DATE 12/27/09 (PLEASE NOTE: THIS CLOSING DATE HAS BEEN EXTENDED FROM 12/02/2009 TO 12/27/2009)** at:

Department of Justice/Criminal Division
1400 New York Avenue, NW, Suite 5000
Attn: Monet Miechowski
Human Resources Management Staff,
Washington, DC 20530

Applications must be **received by 11:59pm EST of the closing date 12/27/09** to receive consideration.

CONTACT: Monet Miechowski

CONTACT PHONE: 202-305-1620

E-MAIL: SES.CRMJOBS@USDOJ.GOV

FAX: 202-353-0775

TDD: 202-305-2916

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The U.S. Department of Justice is an Equal Opportunity/Reasonable Accommodation Employer. Except where otherwise provided by law, there will be no discrimination based on color, race, religion, national origin, politics, marital status, disability, age, sex, sexual orientation, status as a parent, membership or nonmembership in an employee organization, or personal favoritism. The Department of Justice welcomes and encourages applications from persons with physical and mental disabilities. The Department is firmly committed to satisfying its affirmative obligations under the Rehabilitation Act of 1973 to ensure that persons with disabilities have every opportunity to be hired and advanced on the basis of merit within the Department of Justice. This agency provides reasonable accommodation to applicants with disabilities where appropriate. If you need a reasonable accommodation for any part of the application and hiring process, please notify the agency. Determinations on requests for reasonable accommodation will be made on a case-by-case basis.

It is the policy of the Department to achieve a drug-free workplace and persons selected for employment will be required to pass a drug test which screens for illegal drug use prior to final appointment. Employment is also contingent upon the completion and satisfactory adjudication of a background investigation. Only U.S. citizens are eligible for employment with the Executive Office for Immigration Review and the United States Attorneys' Offices. Unless otherwise indicated in a particular job advertisement, non-U.S. citizens may apply for employment with other organizations, but should be advised that appointments of non-U.S. citizens are extremely rare; such appointments would be possible only if necessary to accomplish the Department's mission and would be subject to strict security requirements. Applicants who hold dual citizenship in the U.S. and another country will be considered on a case-by-case basis.

There is no formal rating system for applying veterans' preference to attorney appointments in the excepted service; however, the Department of Justice considers veterans' preference eligibility as a positive factor in attorney hiring. Applicants eligible for veterans' preference are encouraged to include that information in their cover letter or resume and attach supporting documentation (e.g., the DD 214 or other substantiating documents) to their submissions.

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The Department of Justice cannot control further dissemination and/or posting of information contained in this vacancy announcement. Such posting and/or dissemination is not an endorsement by the Department of the organization or group disseminating and/or posting the information.